

DATA PROCESSING MANAGER IV

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: June 1, 2006

Collective Bargaining Identification: M01
Excluded managerial positions

Job Analysis Conducted By: Susan Trevino
Staff Services Manager I
Office of Selection Services

Number of Incumbents: There is 1 incumbent in this classification
per Department of Corrections Filled/Vacant
Position Report dated June 1, 2006.

Names of the Subject Matter Expert(s) and their background:

**Joe Panora, Data Processing Manager IV, Information Systems Division,
California Department of Corrections and Rehabilitation (CDCR)**

Joe Panora currently works at Information Systems Division and has 5 ½ years
experience as a Data Processing Manager IV with CDCR.

DATA PROCESSING MANAGER IV INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Job Specification, Data Processing Manager
- Personnel Examining Job Analysis—Data Processing Manager III
- State of Washington Class Specification—Data Processing Supervisor 4
- State of Illinois Class Specification—Data Processing Supervisor I, II, III
- O-NET CENTER Website for Computer and Information Systems Manager

Other sources were viewed for information (i.e., Exam History File, Personnel Operation Class File, DPA Allocation Guideline); however, the information was not relevant to the job analysis and therefore not included.